

**August 6, 2002**

Present: Terry Brown, Vicki Bryan, Martha Burk, Julie Caplinger, Paul Collins, Barb Dallinger, Christa Lawhun, Andy Monninger, John Moss, Theresa Sanchez, Pat Schnitker, Elaine Thoennes, Jack Wylie, Jan Bremner, Marcia Strum, David Turner, Pam Burress

Absent: Lin Hinds, Ron Thompson

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Martha Burk opened the meeting at Noon. Minutes for June 4 and 18 and July 16 were approved with no changes.

## **Committee Assignments**

### Council Committees

Parking – Terry Brown will continue in his 2<sup>nd</sup> of a 3-year term. We also need a Civil Service staff member that is not on the Council to serve a 3-year term on this committee. If you are interested please contact Civil Service Council Chair Martha Burk at [mjburk@ilstu.edu](mailto:mjburk@ilstu.edu).

Benefits/Sick Leave Appeals – Julie Caplinger

Foundation – Lin Hinds

Activities – Barb Dallinger and Andy Monninger as Co-Chairs, Jack Wylie, Terry Brown, John Moss. Keith Smith will continue to help and Paul will check with Bob Sipes to see if he wishes to continue helping.

Scholarships – Martha, Christa as Ex-Chair, Vicki Bryan, and a Foundation representative

Elections – Vicki Bryan and Elaine Thoennes

Educating Illinois – Martha Burk, Theresa Sanchez. We will check with Lin Hinds to see about continuing.

Constituent Groups Committee – is ongoing and members will remain Lin Hinds, Vicki Bryan, Pat Schnitker, Martha Burk and Barb Dallinger.

### Ex-Officio Committees

Employee Advisory Committee – Dave Turner

Campus Communication – Marcia Strum, Martha Burk

Academic Senate, Finance & Planning Subcommittee – Martha Burk

Human Resources Representative – Tammy Carlson

### Activities

- Homecoming – October 5<sup>th</sup>. Christa will head up arrangements. Pat, Christa, Andy, Julie, and Martha have volunteered to help. Andy will ask Bob Sipes if we can use his truck. Christa will email information out to the council members.
- Fall Shopping Trip – trip went well last fall. Discussed possible destinations such as St. Louis, Chicago, Long Grove, and Gurnee. Christa will contact Peoria Charter to see if the dates of 11/2, 11/9, or 11/16 are available.
- Holiday Party – Christa will head up arrangements. Jack Wylie and Keith Smith will help.

Scholarship - Discussed the new Carl Johanson scholarship. The Scholarship Committee will start the process to award this scholarship that will go to a Civil Service staff member. Watch the OpenLine for more information.

### Human Resources

- 30 and Out – On 8/5/02 President Boschini advised that the Governor has signed the Straight 30 and Out bill making it Public

Act 92-749. It makes permanent the “30 and out” retirement eligibility provision that would otherwise expire at the end of calendar year 2002. It allows survivors, with certain exceptions, whose benefits have been terminated due to remarriage to apply for reinstatement of their survivor benefits. It is estimated that approximately 700 staff could retire from Illinois State University. For further information, please read the Illinois State Report, check the SURS website at [www.surs.org](http://www.surs.org), or call SURS at 1-800-275-7877.

- Hiring Freeze – Human Resources has established a new procedure requiring a Vice President’s signature before filling any positions. They are still filling vacancies.
- HR Assistant Director Position – Human Resources has received the okay to fill the position of Assistant Director-Human Resources Work Life Programs being vacated by Tudy Schmied’s retirement. This position oversees EAP, Wellness, Work Programs, and Family Services.
- HR Director position – Jan Bremner will retire 10/1/2002. They did not plan to fill the vacancy for one year and will continue with this plan. Mary Beth Clapp the Vice President who currently oversees Human Resources, Julie Jenson, Tammy Carlson, Tom Fowles, and the new Assistant Director will maintain operations for a year.

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## **Unfinished Business**

- OpenLine and Minutes –Constituents have suggested also putting the OpenLine on the website instead of distributing. After Council discussion this was put on hold. Constituents and Council Members expressed what an excellent job Pam did on her first OpenLine edition. Pam distributed a revised OpenLine schedule. Elaine has received 24 requests to mail individual copies of the Minutes.

Constituents have voiced need to keep Minutes up to date on the Civil Service Council website at [www.csc.ilstu.edu](http://www.csc.ilstu.edu). Christa stated she has already sent an apology to Civil Service staff and will keep current.

- Civil Service Telephone Information Line – Held to next meeting.
- Social Security Numbers – Article from Chronicle of Higher Education, “U. of Illinois May Be a Model in Protecting Privacy”, was distributed. A new Human Resource Information System (HRIS) will enable Illinois State University to make changes. Martha will request Lin send a draft of memo to Steve Bragg to Council members for review prior to next meeting.
- Bi-weekly or semi-monthly payroll – After discussing feedback from constituents the Council passed a motion to make the use of Social Security numbers on campus a higher priority than the issue of changing pay periods.
- Bears Game – Procedure required to purchase tickets and then sell. It was decided not to pursue this trip.
- Conklin Theater trip – Julie will look into.
- Survey – After discussion we will put a line in every OpenLine asking for comments and suggestions to be sent to any Council member.

Board of Trustees – Discussion was focused on the budget and tuition. The legislative representative stated we are in serious trouble in Springfield and it is not improving. The University has taken steps to deal with the budget situation. The Board of Trustees resolved that President Boschini has effectively served the interests of Illinois State University; but due to difficult economic circumstances his salary level will remain the same.

Statistics for the University’s incoming Fall class:

- 12,000 freshmen applied for admission to the University
- 3,000 is the target class size with a little more accepted

- 1 in 5 are in the top 10% of their graduating class
- 23.4 ACT average up from 22.8
- 12.8% or \$296 per semester in tuition and fee increases

Employee Advisory Committee (EAC) – Held meeting on July 18 and 19 at Northern Illinois University in DeKalb. Steve Cunningham, Designated Employee Representative (DER) and Director of Human Resources at NIU addressed the EAC. Much time was spent getting to know the new Civil Service Director, Tom Morelock. Tom stated he did not plan on being around as long as Walter Ingerski was, who retired at 89. Jim Brady of SURS stated positive information about the 30 and out and advised the initial hold up was for budget department review. SURS is suffering setbacks from the stock market trends, Enron, and WorldCom. Losses are over 2.5% from total SURS assets. SURS will pay decent amount of interest of 8.5-9% next year. SURS has never not paid interest. The Work Study Committee felt they have made some progress instituting different methods to hire AP. Many times you can hire CS. Discussed different universities new employee orientation programs and desire of committee to work closer with Human Resources to get Civil Service Office information to employees. Will need to improve communication with new employees through those channels. Discussed social security number protection on other campuses with each campus providing their information at January meeting. NIU has had employee ID numbers for some time. After information is compiled it can be presented to Illinois State University.

#### New Business

- Meeting Time - A Civil Service employee suggested to the Council that it considers changing meeting times. Such as alternating between Noon and 1p.m. as starting times, or having the meeting at 4:30 p.m., to allow staff on different schedules an opportunity to attend. The Council heard the suggestion, but is reserving consideration at this time.

The meeting adjourned at 1:05 p.m.

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The next regular Civil Service Council meeting will be held Tuesday, August 20th, at Noon, in the BSC Spotlight Room.